



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed SEP 11 1972 244      SEP 18 1972	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Transportation Finance and Audits Accounting No. 2 Capitol Square, Atlanta Ga 30334		4. Person to Contact Arthur Vaughn	
				5. Working Title Accountant IV	
				6. Tel. No. 656-5230	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input checked="" type="checkbox"/> RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; <input type="checkbox"/> NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1965 - to date		9. EXACT SERIES TITLE Purchase Weighing Ticket File			
10. What is the function of the office in which this record series is created The function performed in creation of this is to account for measurements in weight of sand, gravel, etc., received for construction of highways for controlling and balancing.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement Purchase Weighing Ticket File - shows weight of rock, sand, etc., that was received by a sector of the agency for repairs, construction etc. It is used for balancing and control purposes.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				7	
Legal-size File Drawers				In Office(s)      In Storage Area(s) 8      20	
Boxes		25	50	This Year's      Last Year's      Preceding Year's      All Prior Years' 5      2      1      0	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? ☒ [ ]
- 14. Is there a duplication of this series in another office or agency?  
in the Field areas ☒ [ ]
- 15. Is the information contained in this series ever summarized or published? ☒ [ ]  
Summarized onto a tonnage report used to verify quantities ,on invoices as they are recieved
- 16. Does the series contain classified information requiring security handling? ☐ ☒
- 17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
- 18. Could the function be performed if the files were lost or destroyed? ☒ [ ]
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  
could reconstruct from Field area's copies ☐ ☒
- 20. Does the record series provide data as input to an EDP file? ☐ ☒
- 21. Does the record series contain documentation produced as EDP printout? ☐ ☒
- 22. Is the series affected by Federal or grant funds? ☐ ☒
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept one years:

- a. ☐ STATE LAW
  - b. ☐ STATUTE OF LIMITATION
  - c. ☒ AUDIT PERIOD
  - d. ☐ FEDERAL LAW
  - e. ☒ ADMINISTRATIVE DECISION
  - f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Hold in current files area for one year for adminstrative checks and balances to verify tonnage reports (on materials).

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER, then:

- A. ☐ Destroy immediately after cut off.
- B. ☐ Hold in current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s), then:
  - 1 ☐ Destroy.
  - 2 ☐ Transfer to records center; hold \_\_\_\_\_ year(s), then: Destroy.
  - 3 ☒ Destroy after audit (or \_\_\_\_\_ year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

26. Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Records Management Officer <i>John T. Kitchens</i>	Date 8-9-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>[Signature]</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State / Designee <i>William M. Wilson</i>	Date 9-11-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Dept. of Audits <i>Carroll Hunt</i>	Date 9-8-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Dept. of Law <i>Robert H. Hall</i>	Date 9-18-72